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MEMORANDUM FOR: Chairman, "E" Career Service

FROM:

  
Director of Training and Education

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SUBJECT: The Levinson Leadership Seminar,  
10 - 15 June 1984

1. The Office of Training and Education (OTE) will present the Leadership Seminar, conducted by the Levinson Institute staff, 10 - 15 June 1984. This Seminar is designed primarily for senior officers in key assignments throughout the Agency. Nominees should be SIS members, or GS-15 officers who hold a significant managerial position; they should be Category I employees, and should have occupied their present position for no more than four years.

2. As discussed with the Senior Training Officers last December, OTE would like to initiate a system whereby each Directorate nominates candidates in rank order of preference, with a minimum target number of spaces reserved, but with flexibility at the lower level to choose the best candidates available. This will alleviate problems of last-minute substitutions and sessions conducted with less than 24 students because of unavoidable withdrawals.

3. The "E" Career Service target is two students. Please submit Forms 73 and biographic profiles for three candidates in rank order of preference from your Career Service by 30 April 1984. Our Central Registrations Branch will confirm the names of the candidates selected with your Training Officer, and the students will receive precourse packages.



Director  
of  
Training and Education

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